



# UNIVERSITY OF TORONTO

## Notice of Offer Form (SAP Processing Information)

Full Time	Part Time _____ %	Casual	
Continuing	Sessional	TEMP	Term

Start Date: \_\_\_\_\_

Term End Date (if applicable): \_\_\_\_\_

Position Number/Title: \_\_\_\_\_

Probationary Period (months): \_\_\_\_\_

Employee Group: \_\_\_\_\_ OR Trades Group: \_\_\_\_\_

### Pay Information

Salary Level/Classification: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

Work Schedule & Hours: \_\_\_\_\_

### Employee Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Source of Funding

<input type="checkbox"/> GL	<input type="checkbox"/> Cost Centre	<input type="checkbox"/> Funds Centre
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Name of Hiring Manager and Title: \_\_\_\_\_

Department and Division: \_\_\_\_\_

Name of Authorizer (Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_